



Are You “At Risk” for Losing Funding?

Brad Blunt, Data Controller
Office of Administrative Support
Division of District Support

The At Risk ADM Report

► KY Reporting > KDE Reports > SEEK At Risk ADM

Average Daily Membership for "At Risk Students
Date Selection: 7/01/2014 to 6/30/2015

District Name/ Student SSID	Student Name	Grade	Instructional Days from Calendar	Enroll. Start Date	Enroll. End Date	Enrolled Instructional Days	SEEK AtRisk ADM
Knox County							
School Name							
High School							
1		09	175	8/13/2014		175	1.000
2		09	175	8/13/2014		175	1.000
1		09	175	8/13/2014		175	1.000
4		09	175	8/13/2014		175	1.000
1		12	175	8/13/2014		175	1.000
Grade Total							34.000
1		14	175	8/13/2014		175	1.000
Grade Total							1.000
District Totals:		Count of Students:		3030			2974.167

If the student was enrollment in multiple schools/grades then each enrollment will be reflected in the school/grade detail records.

This report reflects the student ADM for SEEK Funding and does not include any preschool students.

Who is counted?

- ▶ Only students in grades kindergarten through 14.
- ▶ Only students whose most recent Eligibility is Free.
- ▶ Students who had Free eligibility at the time they withdrew.

How is SEEK At Risk ADM calculated?

- ▶ Number of days enrolled / instructional days
- ▶ The district At Risk ADM is the sum of all eligible students' ADM

Q&A

- ▶ What if a student is enrolled all year but is not identified as Free until January?
- ▶ You still get the full number of days enrolled divided by the number of instructional days added into your district At Risk ADM.

Q&A

- ▶ What if a student has Free eligibility at the start of the year and changes to Reduced or Paid?
- ▶ Carryover eligibilities are not counted. The student will not be counted on the SEEK At Risk Report.

Q&A

- ▶ But what if the student's financial situation changes later in the year to reduced or paid and they had Free eligibility for part of the year.
- ▶ If a student's eligibility changes to Reduced or Paid after they are designated Free, then you lose the At Risk ADM for the full year.

Other Eligibility Issues

- ▶ The SEEK At Risk Report only uses Free eligibility.
- ▶ However, eligibility records are used for many other things.
- ▶ The remainder of this session will cover ways to make sure all of your eligibility records are correct.

Meal Status in IC

Agenda

- ▶ Preparation

- Preliminary requirements for good data quality of meal status

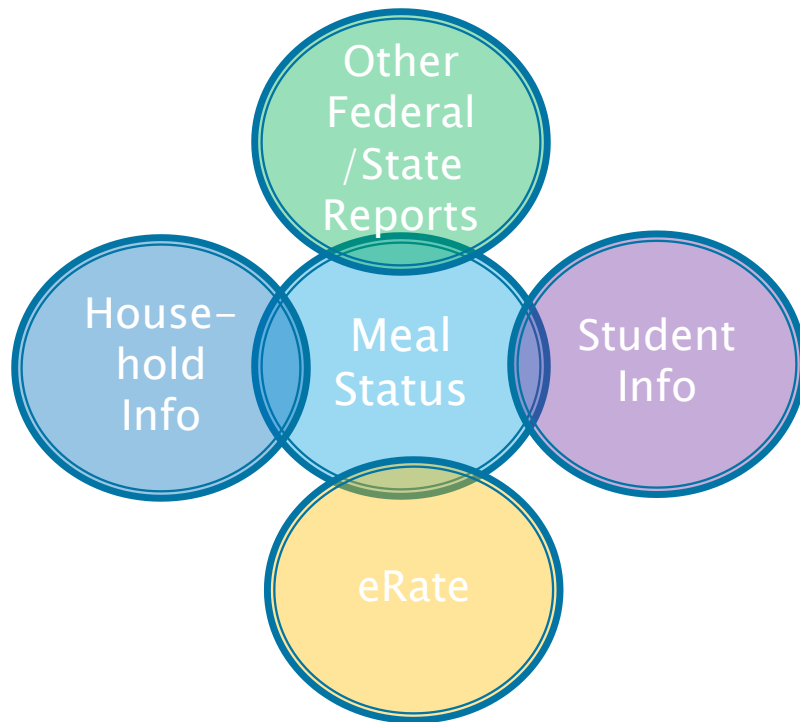
- ▶ Process

- Establishing a good process for meal status

- ▶ Periodic Review

- Engaging in regular checking of meal status data

Preparation



Preparation – Roles and Responsibilities

Major Responsibilities

- Who will download the direct certification file?
- Who shall set up the data synch between POS and IC?
- Who will check the accuracy of free/reduced data in IC against food service POS?
- Who will periodically check the POS import for success of data synchronization and resolve errors?
- How will we communicate if there is a problem?

Process

Set up data synchronization

Check data synch process

Engage in troubleshooting

Process

PowerPoint presentations, a checklist and other helpful materials are on the SCN website under Schools>Technical Reference that provide further details on setting up IC and POS data synchronization



Important! Ensure that the upcoming school year is selected in the FRAM Eligibility Import Wizard.

Eligibility Import Wizard

Step 2. Name the file, enter a selection for each option and upload a file to continue.

*Name
POS Import

*School Year
14-15 ▼

POS Data Synch: What could go wrong?

Shown below are common scenarios with data synchronization:

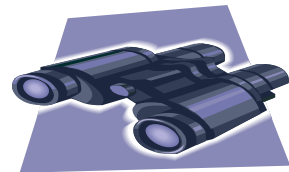
“My free/reduced percentage appears low in IC”

- ✓ Verify all values are mapped in POS import mapping
- ✓ Check when latest data synch was done under Scheduled Imports>Scheduled Import Log
- ✓ Spot check a few students without a meal status against POS

“The data synch has stopped working”

- ✓ Confirm that the username and password are correct under Scheduled Imports
- ✓ Verify that the file path/folder name has not changed
- ✓ Confirm that a file of “IC_Eligibility.txt” is being produced by the POS server

Finding the errors



Campus tracks the status of the data import from POS

- Path: FRAM > Eligibility Import Wizard > Scheduled Imports – Scheduled Import Logs

▼ FRAM

Eligibility

Letter Editor

Eligibility End Date Wizard

▼ Eligibility Import Wizard

Scheduled Imports



Finding the errors

- ▶ Scheduled Import Log
 - 'Successful' means the data imported in
 - Review **both** 'Unsuccessful' and 'Successful' import logs to search for data import errors

Data Import Editor

Scheduled Name	Import Name	Last import Status	Date
Test	IC_Eligibility Report	Unsuccessful	07/12/2013

Data Import Log

Scheduled Name	Last Import Status	Timestamp
Test	Unsuccessful	07/12/2013 01:01:10 AM
Test	Unsuccessful	07/12/2013 01:01:07 AM
Test	Unsuccessful	07/11/2013 01:01:16 AM
Test	Unsuccessful	07/11/2013 01:01:04 AM
Test	Unsuccessful	07/10/2013 01:01:11 AM
Test	Unsuccessful	07/10/2013 01:01:08 AM
Test	Unsuccessful	07/09/2013 01:01:11 AM
Test	Unsuccessful	07/09/2013 01:01:08 AM
Test	Unsuccessful	07/08/2013 01:01:03 AM
Test	Unsuccessful	07/08/2013 01:01:03 AM
Test	Unsuccessful	07/07/2013 01:01:06 AM

Click on the task name to see the details

Click on the log file to review the details of the data synch report ...even if it states successful!

IC Eligibility Import Report

 Kentucky State Generated on 07/12/2013 10:54:02 AM Page 1 of 43	Eligibility Import Report
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THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.

Focus on any
errors/warnings

Summary

New	Ended	Removed	Existing	Errors/Warnings
0	0	0	1594	13

Updated Records

Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type	Status
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Error/Warning

Line 187. ERROR 1001 - State ID '406' not found
Line 365. ERROR 1001 - State ID '401' not found
Line 380. ERROR 2001 - Multiple matches found for Student State ID (3 matches).
Line 400. ERROR 2001 - Multiple matches found for Student State ID (2 matches).
Line 660. ERROR 1001 - State ID ' ' not found
Line 663. ERROR 2001 - Multiple matches found for Student State ID (2 matches).
Line 920. ERROR 2001 - Multiple matches found for Student State ID (2 matches).
Line 926. ERROR 2001 - Multiple matches found for Student State ID (2 matches).
Line 1250. ERROR 1001 - State ID '401' not found
Line 1268. ERROR 2001 - Multiple matches found for Student State ID ' ' (2 matches).
Line 155. WARNING 3037 - : The record contains values for both Certified Type and Direct Type. The record for updated with the Direct Type.
Line 156. WARNING 3037 - The record contains values for both Certified Type and Direct Type. The record for updated with the Direct Type.
Line 1203. WARNING 3037 - The record contains values for both Certified Type and Direct Type. The record for updated with the Direct Type.

Existing Eligibility Records

Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type
	2014	07/01/2013	06/30/2014	Meal	Paid	Non-Direct	Did Not Apply
	2014	07/11/2013	06/30/2014	Meal	Free	Direct	SNAP
	2014	07/01/2013	06/30/2014	Meal	Paid	Non-Direct	Did Not Apply

Resolution for Common Messages

Issue	Resolution
State ID "XXXXXXXXXX" not found	Determine student SSID in IC and then assign that SSID in POS; If student is enrolled then assign SSID to student following KDE data standards
Multiple matches found for State Student ID "XXXXXXXXXX"	Merge records in Infinite Campus following district policy on merging
Record contains End Date before Start Date	Ensure the data import mapping has the correct school year chosen in the Eligibility Import Wizard; Verify the POS data extract file is for SY 14-15
ERROR ##### Invalid [FieldName]	Locate the errant record: review the data import mapping to ensure all data values are mapped
WARNING XXXX	Warnings are for your info: can be viewed and generally ignored

Quality Assurance Check

“How do I know my data is correct?”

Comparison Data	Description
POS System	Most accurate and highest precision for non-CEP sites and districts
October Qualifying Data	Reports student enrollment and meal status percentage as of October 31 st
Prior year meal status data	Provides a very good comparison; may not be accurate due to new schools, etc.
April DC Data	Good for CEP districts, this lists the DC numbers and total enrollment as of April 1 st as reported from the POS; CEP Districts: as an approximation of the free meal status percentage multiply the DC percentage by a factor of 1.3

SEEK At-Risk – Quality Check

District	13-14 Seek At-Risk	Free Count from Reporting Warehouse 11/28/2014	October Qualifying Data	Percentage Change (October 2014 Qualifying Data to 2014 Free Count)
District A	1,620.5	960	1,522	+59%
District B	1,002.63	654	1,115	+70%
District C	1,627.90	1,280	1,708	+33%
District D	235.91	194	297	+53%
District E	130.30	111	115	+4%

FRAM Eligibility Report

Allows you to view aggregated count of meal status in IC with an option to include individual meal statuses

Key Points

- ✓ Date selected must be within the school calendar year
- ✓ Choose “Observe state exclude” to eliminate special ed only students, etc.
- ✓ Can choose “All” (default) or only selected grade levels
- ✓ Report can be generated in Excel (i.e., CSV)

FRAM Eligibility Report

A summary of meal status is shown below

Summary for Eligibility Type: Meal				
Type	Free	Reduced	Paid	Total
Direct Source				
Foster	2	0	0	2
Head Start	0	0	0	0
Homeless	3	0	0	3
Medicaid	0	0	0	0
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	0
SNAP	3011	0	0	3011
TANF	0	0	0	0
Non-Direct Source				
Income	280	279	549	1108
Categorical	57	0	0	57
Override	0	0	0	0
Runaway	0	0	0	0
Foster	3	0	0	3
Migrant	0	0	0	0
Temporary/No Income	0	0	0	0
Head Start	2	0	0	2
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	0	0
Denied	0	0	0	0
Did Not Apply	1	1	237	239
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	0	0
	0	0	126	126
Total	3359	280	912	4551

A count of students without a meal status are located on the last row

Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility Source	Certified Type	School	Start Date	End Date
12-13				10	Meal	Free	Non-Direct Income		04/08/2013	06/30/2013
12-13				05	Meal	Free	Non-Direct Income		09/20/2012	06/30/2013
12-13				00	Meal	Paid			07/10/2012	06/30/2013

Missing meal status: Source and Certified Type are blank



FRAM Eligibility Report

A focus on free meal status is shown below:

Type	Free
Direct Source	
Foster	2
Head Start	0
Homeless	3
Medicaid	0
Migrant	0
Runaway	0
FDPIR	0
SNAP	3011
TANF	0
Non-Direct Source	
Income	280
Categorical	57
Override	0
Runaway	0
Foster	3
Migrant	0
Temporary/No Income	0
Head Start	2
RCCI	0
Early Childhood	0
Homeless	0
Declined	0
Denied	0
Did Not Apply	1
Socioeconomic Status	0
Even Start	0
Medicaid	0
Total	3359

Observations

- DC Foster appears low
- Head Start is under non-direct
- Medicaid is 0
- TANF (*aka* KTAP) is 0

Action Items

- ✓ Verify POS import mapping is correct
 - ✓ Values for KTAP and Medicaid s/b included
- ✓ Verify DC foster file is being imported
- ✓ Head Start students can be directly certified

Useful Ad Hoc Reports

Several useful ad hoc reports have been placed under the “State Published” folder in IC

- FRAM Transposed Meal Eligibility Dates
 - Locates records where the meal status data was imported into the wrong school year
- FRAM Missing Meal Eligibility Records – District
- FRAM Missing Meal Eligibility Records – School
 - High counts of missing meal eligibility records may signify a problem within the school and/or district

Resources

Technical Reference Guidance

<http://education.ky.gov/federal/SCN/Pages/Technical-Reference.aspx>

Campus Community

<http://community.infinitecampus.com/home/>

Contact Information:

Brad Blunt (brad.blunt@education.ky.gov)